



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number
0-14

Work Assignment

☒ Original ☐ Amendment Number:

Contract Number
EP-W-10-002

Contract Period
Base X

Option Period Number

Title of Work Assignment
EPA Green Work Force Factsheets

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 10/05/10

To: 11/18/10

Comments:

The purpose of this action is to initiate a new Work Assignment and request a Work Plan from the Contractor.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:

Previously Approved

This Action

Total \$0.00 203

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: \$0.00 LOE: 203

Work Assignment Manager Name

CARLTON C. ELEY

Branch/Mail Code 1807T

Phone Number 202-566-2841

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

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(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

EPA Green Work Force Factsheets

Contract: EP-W-10-002, Work Assignment: 0-14

Summary Information

Title: EPA Green Work Force Factsheets
Period of Performance: From: 10/05/10
To: 11/18/10
Award Date: 10/05/10
Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: CARLTON C. ELEY
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Attachments

Attachment Name

EPA Green Work Force Factsheets

EPA Green Work Force Factsheets

Contract: EP-W-10-002, Work Assignment: 0-14

Statement of Work

Title: EPA Green Work Force Factsheets

Contract #: EP-W-10-002

Work Assignment Number: 0-14

Estimated Period of Performance: Date of issuance to November 18, 2010

Estimated Level of Effort: 203 hours

Key EPA Personnel:

Project Officer: Cathy Turner
Room 4339E, Mail Code (1805T)
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Work Assignment Manager: Carlton Eley
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BACKGROUND

One of the Obama-Biden Administration's priorities is the creation of five million new jobs over a decade to build a clean energy future. This priority is backed with \$605 million in the American Recovery and Reinvestment Act (ARRA) for green job training and re-training. This investment creates an enormous opportunity to accelerate the (re)vitalization of the American economy, an opportunity readily accepted by EPA Administrator Lisa Jackson when she remarked that the EPA is positioned "to lead the way in green jobs, innovation and technology... We see remarkable opportunities to create green jobs."

Stating the obvious, job creation is not EPA's mission. For the past year, EPA's activities in this arena have been motivated by the prospect of accelerating environmental protection and stewardship as the nation recovers from the recession. If jobs are a traditional indicator of economic health, then green jobs can be an indicator of environmental and economic progress. For EPA, green jobs can create new opportunities for sustainability in existing trades/occupations. As a result, "green workforce development" is probably a more accurate characterization of Agency activities.

On September 24, 2009, Scott Fulton, Acting Deputy Administrator, issued a memorandum to request assistance in an effort to gauge the breadth and depth of EPA's potential role(s) related to green workforce development. The outcomes of that survey revealed EPA activities that support and encourage green workforce development are diverse and impressive. Agency staff have been quick in seizing the opportunity to advance this issue since the start of the Obama-Biden Administration.

Currently, EPA's Green Jobs Team is preparing factsheets for Agency projects that have a green workforce component. The fact sheets will be for internal use only. EPA's Office of Strategic Environmental Management (OSEM) will review the factsheets and use them as a screening tool for identifying communities

EPA Green Work Force Factsheets

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that should be selected for evaluative assistance on workforce development.

PURPOSE

The purpose of this work assignment is to provide support with drafting thirty-six fact sheets on green workforce development. Work completed under this Work Assignment will build off of work initiated by staff during the summer of 2010. Under this Contract, the Contractor shall assist EPA to:

- Draft factsheets that describe Agency projects in a narrative format.
- Document, for each project, the background; approach to green workforce development; partnerships; resources and leveraging; green workforce results, outcomes, and opportunities; next steps; and point of contact for more information.

PERSONNEL

The personnel for this work assignment should be familiar with and have experience with analysis, writing, editing, and revision of fact sheets for EPA programs.

QUALITY ASSURANCE (QA) REQUIREMENTS

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment Managers will provide additional information here, if **Yes** is checked above

TASKS AND DELIVERABLES:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 – Prepare Workplan

The Contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WAM and the CL COR and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. The Contracting Officer will give official revisions to the contractor. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

EPA Green Work Force Factsheets

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Deliverables and schedule under Task 1:

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 3 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 – Provide technical support for the writing and editing of Project Fact Sheets on green workforce development [Element 1: Planning and management support, page 1-5 of SOW]

In consultation with the EPA WAM, The Contractor shall review applications, summaries, and progress reports for the community-based projects that are identified by EPA. EPA will provide the contractor with the background content as well as a model for the fact sheets. Also, EPA will provide a list of community-based projects.

Based on the review, the contractor shall write draft fact sheets that summarize each project. For each fact sheet, interesting data or metrics, worth reporting, will be referenced under the section “*Green Work Force Results, Outcomes, and Opportunities*.” Contractor support on this task will allow EPA to screen and identify communities that should be selected for evaluative assistance on workforce development.

The fact sheets will also summarize “*Lessons Learned*” for each project. The fact sheets should document: transferable lessons; successes or breakthrough moments; insights that are useful for Agency staff to know.

EPA’s Office of Strategic Environmental Management (OSEM) will review the factsheets and use them as a screening tool for identifying communities that may be selected for evaluative assistance on workforce development. The contractor shall review source material and draft factsheets and the documents for content, accuracy, consistence of usage and clarity of language for the intended audience (EPA personnel in OSEM).

Deliverables and schedule under Task 2:

- 2a. Draft fact sheets. After receiving technical direction and source documents from the EPA WAM, the Contractor shall provide EPA with the draft factsheets within three weeks of receiving technical direction from the EPA WAM.
- 2b. Final factsheet updates. The contractor shall provide the EPA WAM with final versions of the factsheets reflecting EPA comments no later than 7 calendar days after receiving EPA comments on the draft updates.

Task 3 – Compile listing of data, citations, and cited documents referenced in the background content provided by EPA [Element 1: Planning and management support, page 1-5 of SOW]

The Contractor shall prepare a list of data, citations, and cited documents based on their review of the background content. The compilation should be inclusive; it is not limited to information that makes it into the fact sheets. The content of the compilation will be a useful reference source for EPA in advance of conducting evaluative assistance on workforce development. Preparation of the compilation will not require contacting people who are affiliated with the project.

Deliverables and schedule under Task 3:

- 3a. Compilation of data, citations, and cited documents. The contractor shall prepare the compilation as they review the background content (source documents). The contractor shall provide the EPA WAM with the compilation within one week of submitting the draft fact sheets (referenced in Task 2a).

SUMMARY OF DELIVERABLES AND DATES:

- 1a.** Workplan within 15 calendar days of receipt of work assignment.
- 1b.** Revised workplan within 3 calendar days of receipt of comments from the Contracting Officer, if required.
- 2a.** Draft fact sheets. After receiving technical direction and source documents from the EPA WAM, the Contractor shall provide EPA with the draft factsheets within three weeks of receiving technical direction from the EPA WAM.
- 2b.** Final factsheet updates. The contractor shall provide the EPA WAM with final versions of the factsheets reflecting EPA comments no later than 7 calendar days after receiving EPA comments on the draft updates.
- 3.** Compilation of data, citations, and cited documents. The contractor shall provide the EPA WAM with the compilation within one week of submitting the draft fact sheets (referenced in Task 2a).